

SAMPLE WORKSHEETS (CJA 30)

<div style="display: flex; justify-content: space-between; align-items: center;"><div style="text-align: center;"><h2 style="margin: 0;"><i>SAMPLE</i></h2><h3 style="margin: 0;"><i>United States Court of Appeals for the Tenth Circuit</i></h3><p style="margin: 0;">Court-Appointed Counsel Worksheets for Death Penalty Proceeding <u>SERVICES</u></p></div><div style="text-align: right; padding-right: 20px;"><p>Page <u> 1 </u> of <u> 3 </u></p><p>Case No. <u> 00-6000 </u></p><p>Case Name: <u> Ward v. Doe </u></p></div></div>											
Date	Brief Description of Services ¹	15(a) ¹	15(b) ²	15(c) ³	15(d) ⁴	15(e) ⁵	15(f) ⁶	15(g) ⁷	15(h) ⁸	15(i) ⁹	15(j) ¹⁰
2/15/01	Telephone conference with client re: status of appeal		.20								
2/25/01	Review Record on Appeal					2.50					
3/6/01	Revise Principal Brief								1.50		
9/22/01	Travel to Denver for Oral Argument									3.00	
9/23/01	Attend Oral Argument	1.00									
PAGE TOTAL:		1.00	.20			2.50			1.50	3.00	

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|--|---|-------------------------------|
| 1. In-Court Hearings (oral argument) | 5. Obtaining and Reviewing the Court Record | 8. Legal Research and Writing |
| 2. Interviews & Conferences with Client | 6. Obtaining and Reviewing Documents and Evidence | 9. Travel |
| 3. Witness Interviews | 7. Consulting with Expert Counsel | 10. Other (specify) |
| 4. Consultation with Investigators & Experts | | |

¹ Expended time must show nature of work performed, date executed, time broken down by each task, and must be listed in hours and tenths of an hour.

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<i>TRAVEL EXPENSES</i> <i>SAMPLE</i>		<i>United States Court of Appeals</i> <i>for the Tenth Circuit</i>				Page <u> 2 </u> of <u> 3 </u>
		Court-Appointed Counsel Worksheet for Death Penalty Proceedings <u>Travel Expenses</u>²				Case No. <u> 00-6000 </u>
						Case Name: <u> Ward v. Doe </u>
Date	Brief Explanation of Expenses	Lodging	Meals	Parking	Transportation	Other Travel Expenses
9/22/01	DIA Airport Shuttle				\$30	
9/22/01	Dinner		\$9.75			
9/22/01	Lodging	\$94				
PAGE TOTAL:		\$94	\$9.75		\$30	

<i>OTHER EXPENSES</i> <i>SAMPLE</i>		<i>United States Court of Appeals</i> <i>for the Tenth Circuit</i>				Page <u> 3 </u> of <u> 3 </u>
		Court-Appointed Counsel Worksheet for Death Penalty Proceedings <u>Other Expenses</u>³				Case No. <u> 00-6000 </u>
						Case Name: <u> Ward v. Doe </u>
Date	Brief Explanation of Expenses	In-House Copies (\$10/copy)	Commercial Copying	Postage	Telephone	Other Expenses
1/10/01	90 × \$.10 in-house copies of docketing statement	\$9				
3/8/01	Kinko's (copying/binding principal brief)		\$46.36			
3/8/01	First-class postage to mail principal brief			\$12.80		
9/23/01	Long Distance telephone call with client re: oral argument				\$3.36	
PAGE TOTAL:		\$9	\$44.36	\$12.80	\$3.36	

² All travel expenses must be supported with detailed receipts; credit card receipts and credit card statements are not sufficient documentation.

³ All other expenses must be supported with detailed receipts; credit card receipts and credit card statements are not sufficient documentation.

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<div><div><i>S A M P L E</i></div><div><i>United States Court of Appeals for the Tenth Circuit</i> Court-Appointed Counsel Worksheets for Death Penalty Proceeding <u>LAW STUDENT/LAW CLERK/LEGAL ASSISTANT/PARALEGAL WORKSHEET</u>⁴</div></div> <div>Page <u> 1 </u> of <u> 1 </u> Case No. <u> 00-6000 </u> Case Name: <u> Ward v. Doe </u></div>				
<u>Date</u>	<u>Brief Description of Services</u> ⁵	TIME EXPENDED	HOURLY RATE	TOTAL CLAIM
3/6/01	Research claim for ineffective assistance of counsel for principal brief.	2.0	\$25	\$50
PAGE TOTAL:		2.00	\$25	\$50

⁴ Time expended by these individuals may not be claimed as compensation but would more properly be claimed as an expense.

⁵ Expended time must show nature of work performed, date executed, time broken down by each task, and must be listed in hours and tenths of an hour.